

OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP DEVELOPMENT

GRADUATE INTERN, Commuter Services

The Office of Student Involvement and Leadership Development offers programs and services to enhance the University experience, serving as a resource for students and encouraging them to participate fully in the SCSU community. Our office works with Student Organizations, Fraternity and Sorority Life, Student Leadership Programs, Commuter Students, Special Events, Student Activities and Community Engagement.

Graduate Intern, Commuter Services

One of three Graduate Interns in the Office of Student Involvement and Leadership Development, the Graduate Intern for Commuter Services has responsibility for assisting with the planning, advocacy and implementation of programs and initiatives for commuter students. The graduate intern is responsible for coordinating the commuter programming calendar, commuter cohort schedule and will advise the Commuter Assistants and assist with the training of student leaders around commuter support and success. Some nighttime and weekend work is expected. Graduate Interns have a significant staff leadership role within the Office of Student Involvement and Leadership Development and on campus. A successful Graduate Intern candidate must have an interest in working one-on-one with students, participating in department and University functions, and will be willing to assume leadership activities within the office. Graduate Interns participate in division initiatives, staff selection and training and assessment.

Primary responsibilities include:

Commuter Services:

- Plan and implement commuter specific programs including, but not limited to commuter luncheons, Good Morning Commuters, Wake Up Wednesdays and Commuter Connection Week.
- Coordinate commuter cohort program, including recruitment, assessment, and scheduling
- Supervise Commuter Assistants
- Supports student leaders in the development and implementation of commuter programs
- Assist in the creation and management of the commuter academic and involvement success path program
- Assists in the development of tracking commuter programs
- Provides content for and creates monthly commuter newsletter
- Manages and utilizes commuter listserv to disperse relevant information to commuter students

Departmental Functions:

In addition to their primary responsibility, Graduate Interns will Support the club and organization management program, especially the recognition and implementation of new student organizations. Additionally, provide advisement and support for cohorts of student organizations, including event request management. Graduate interns will also take the lead in supporting at least one of the following departmental functions:

- **Greek Life** - Assist in the support and development of fraternity and sorority student leaders and assisting in the oversight of our Fraternity and Sorority Life program
- **Social Media** - Create and maintain an engaging and interactive social media plan for the office.
- **Special Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large departmental events such as Spring Week, Homecoming and Week of Welcome.
- **Service Events** - Assist with the planning, coordination, implementation, promotion, and facilitation of large-scale service events such as Day of Service, The Big Event, Adopt-A-Family and Friends of Rudolph.

Administrative Responsibilities:

- Responsible for developing an understanding of state, university, and departmental policies regarding purchasing, facilities reservations, and risk management
- Compiles reports and assists with assessment of activities and events

Provide Support for Students:

- Provide appropriate referrals, support, encouragement, and access to necessary University resources
- Works with students to encourage participation in campus programming

Other Duties as Assigned:

- Supports OSILD programs, activities and initiatives
- At times, a supervisor, department administrator, and/or University staff may request assignments outside the purview of this position description.
- Assist with other programs within the Division of Student Affairs including but not limited to: New Student Orientation, New OWL Weekend, Family Weekend, Cultural Fest and Admissions Events